

# 16-17 Pay Dates Bi Weekly STUDENT Schedule

Start Date	End Date	Pay Date	WEB TIME DUE DATE
10/01/16	10/14/16	10/21/16	10/17/2016
10/15/16	10/28/16	11/04/16	10/31/2016
10/29/16	11/11/16	11/18/16	11/14/2016
11/12/16	11/25/16	12/02/16	11/28/2016
11/26/16	12/09/16	12/16/16	12/12/2016
12/10/16	12/23/16	12/30/16	12/26/2016
12/24/16	01/06/17	01/13/17	1/9/2017
01/07/17	01/20/17	01/27/17	1/23/2017
01/21/17	02/03/17	02/10/17	2/6/2017
02/04/17	02/17/17	02/24/17	2/20/2017
02/18/17	03/03/17	03/10/17	3/6/2017
03/04/17	03/17/17	03/24/17	3/20/2017
03/18/17	03/31/17	04/07/17	4/3/2017
04/01/17	04/14/17	04/21/17	4/17/2017
04/15/17	04/28/17	05/05/17	5/1/2017
04/29/17	05/12/17	05/19/17	5/15/2017
05/13/17	05/26/17	06/02/17	5/29/2017
05/27/17	06/09/17	06/16/17	6/12/2017
06/10/17	06/23/17	06/30/17	6/26/2017
06/24/17	07/07/17	07/14/17	7/10/2017

**EARLY PAYROLL DUE TO SCHOOL RECESS - DATES MODIFIED**

NOTE\*\* WHEN YOU ELECTRONICALLY SIGN YOUR TIME CARD IT WILL NOTIFY YOUR SUPERVISOR THAT IT IS READY TO APPROVE.

### Web Time Users:

The deadline for submitting your hours is **the Monday before the Pay Date by 10:00 am.**

If you electronically sign your web time and you forgot to enter some hours, please ask your supervisor to "reject" your time and this will give you access again:  
**note: if it is beyond the deadline on Monday - your supervisor must enter the time for you.**

Supervisors must approve your hours by end of day on Monday or no later than Tuesday 8:00 am.

If you are owed hours from a "prior" pay period, **DO NOT** try to enter those hours on the current web time. Please ask your supervisor to e-mail **NELLY** in STUDENT EMPLOYMENT the hours with their approval stated in the e-mail.

If you have any questions about this process please contact Nelly @ 6634 in Student Emp or Trish Straube in Payroll at 454-6437 or pstraube@risd.edu